



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

7/10/79

Application Number

71

1. Agency Address

Georgia Ports Authority
Operations Division, Control Department
Post Office Box 2406
Savannah, Georgia 31402

FOR RECORDS MANAGEMENT USE

Application Number

79-138

Date Received

AUG - 2 1979

Date Completed

AUG 13 1979

2. Person to Contact

Sandra Jones

Working Title

Operations Manager

Telephone Number

964-1721, # 242, 247

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1975 To Date

5. Records Series Title (followed by title used in office; if different)

Backup for Operations' Reports Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.

The Office Manager in which this file is created supervises the work of the warehouse, billing, Import and export departments, analyzes ships' schedules, coordinates the processing of all paperwork with field divisions, insures that all paperwork is properly prepared and carefully balanced and verified against documentation received, facilitates expeditious cargo handling.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Collecting backup information for formation of various reports in Operations.

included are:

Tonnage slips for tonnage reports, information collected for commodity reports and variance reports.

File is arranged:

Chronologically

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 0; Seven to twelve months old 0; Thirteen to twenty-four months old 0; twenty-five months and older 0?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 1 legal box

X	If not, where is it? Ship File
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Tonnage Report, Variance Report, Commodity Report
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Ship File in Operations Control Department
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Should a question arise with regard to tonnages handled, commodities handled, these records would be backup for such reports.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>Carol Mosley</i>	7-10-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	8-10-79
		Secretary of State/Designee	8-7-79
		Attorney General/Designee	8-10-79